

**FOUO**



**November 2004**

**UNITED STATES ARMY  
SOLDIER SUPPORT INSTITUTE  
ADJUTANT GENERAL SCHOOL**

**PROCESS A COMPLETED NONCOMMISSIONED  
OFFICER EVALUATION REPORT**

**PRACTICAL EXERCISE 1  
SUPPLEMENT**

**(DO NOT WRITE IN THIS BOOKLET)**

**FOUO**

BRIEF DATE 20060129				NAME PETERS, TERESA L.				RANK - DOR SGT 20060501				PMOS 92Y				SSN 979-20-1625				COMPONENT REGULAR																									
<b>Section I - Assignment Information</b>								<b>Section II - Security Data</b>								<b>Section III - Service Data</b>								<b>Section IV - Personal/Family Data</b>																					
OVERSEAS DUTY								PSI Status: F Fld Det PS Stat: Y								BASD 20030608				PEBD 19761228				BESD				Date of Birth <b>19580715</b>				Birthplace													
YR/MO RTN		CTRY		MONTH		TCS		NUMBER OF TOURS		PSI Invest INIT 19960305								ETS 20091124				DIEMS 19761228				Reenl Elig/Prohib: 10				Country of Citiz US				Sex/Race MALE / BLACK											
<b>199607</b>		<b>KS</b>		<b>24</b>		<b>1</b>		SHORT <b>0</b>		LONG 1		PSI Invest Compl 19860219								# Days Lost				AGCM Dt 20091201				AGCM Elig Dt 20121201				No. of Dependent Adults/Children 1 / 3				Religion METH OH									
								DROS <b>19960705</b>		DEROS		<b>Section V - Foreign Language</b> Language Read Listen Speak DOR								PVT				PV2				PFC				SPC -CPL				Marital Status MARRIED				Spouse Birthplace/Citz					
								Conus departure date										DOR				SGT				SSG				SFC				MSG - 1SG				PULHES <b>111111</b>				Height/Weight 68/153			
																DOR				20060501												ERMP DT				#Cmd Sponsored									
Date Dependents Arrived OS																								DOR				SGM –CSM								Physical Category A				APFT Dt P/F					
PMOS 92Y /												SQI 00												<b>SECTION VII-Civilian Education</b>  LEVEL COMPLETED YR <b>DESG</b>												Last Phys Exam				MMRB Results/DT					
SMOS /												PDSI/YRMO /																																	
Bonus MOS												ASI																																	
Bonus Enlist Elig Dt																																													
Promotion Points/YRMO								DLAB								INSTITUTION DISCIPLINE								YR								Mailing Address: 51240-2 WALAPAI COURT FORT HOOD, TX 76544, US													
Prev Promotion Points/YRMO								<b>SECTION VI - Military Education</b>								INSTITUTION DISCIPLINE								YR								Mil Spouse SSN / MPC													
Prom Seq#				Prom Select Dt				MEL/MES BNCOC/ GRADUATE								NUMBER OF SEMESTER HOURS COMPLETED 76																Svc Comp / DoD													
Promotion MOS								Course				YEAR				<b>Technical Certification</b>																Emergency Data Verified Date 20000403													
ASVAB 17				Test # / Dt 19841001				BASIC NCO CRS (BNCOC)				1994				Course Name				Dt Certified				Dt Expires				<b>SECTION X-Remarks</b>																	
GT		116		ELEC		113		FOOD		100		TECH		104																		HIV YRMO 199607													
ADMIN		117		FA		114		COMMO		111						<b>SECTION VIII - Awards and Decorations</b>																RGMT AFL QM CORP													
CMBT		96		MECH		91		MAINT		96						4 ARMY ACHIEVIEMENT MEDAL 5 ARMY COMMENDATION MEDAL 6 ARMY GOOD CONDUCT MEDAL 1 ARMY SERVICE RIBBON 2 JOINT SVC ACHIEVEMENT MEDAL 2 NATIONAL DEFENSE SERVICE MEDAL 3 NONCOMMISSIONED OFFICERS PROF																DATE LAST PHOTO: 200911													
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Date of Loss				Date of Last PCS 19960613				<b>SECTION IX - Assignment Information</b>								Date of Last NCOER 200604																													
ASGT		FROM		MO		UNIT NO		ORGANIZATION				STATION		LOC		COMD		DUTY TITLE		DMOS		ASI		LANG																					
Current		20100102				WAGAA		CO A, 1 <sup>st</sup> Bn, 87 <sup>th</sup> INF DIV				FT DRUM		NY		FC		SUPPLY SGT		92Y20		OO		YY																					
1 <sup>st</sup> Prev		19940701		23		WSDSA		0045CSSUPPORT GRP				CP KASEY		KS		P1		DAFC MANAGER		92G30		OO		YY																					
2 <sup>nd</sup> Prev		19910830		12		WGYHJK		0023 MP COMPANY				FT BRAGG		NC		FC		COOK		92G10		OO		YY																					

<b>NCO EVALUATION REPORT</b> For use of this form, see AR 623-205; the proponent agency is CDCSPER						SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.	
<b>PART I - ADMINISTRATIVE DATA</b>							
a. NAME (Last, First, Middle Initial) PETERS, TERESA LYNN				b. SSN 979-20-1625		c. RANK SGT	
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND Co A, 1st Bn, 87th Inf Div (MECH), Ft. Drum, NY 31846 FORSCOM				d. DATE OF RANK 060501			
				e. FMOSC 92Y200000			
				g. REASON FOR SUBMISSION 2 Change of Rater			
h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY (Check one and Date)		m. PSC Initials
FROM THRU					1. Given to NCO Date		n. CMD CODE
YYYY MM 2006 05 2007 07		12		3	2. Forwarded to NCO		o. PSB CODE AO FS17
<b>PART II - AUTHENTICATION</b>							
a. NAME OF RATER (Last, First, Middle Initial) Jacobson, Lee R.				SSN 920-76-3692		SIGNATURE LEE R. JACOBSON	
RANK, FMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT 1SG, AG, 92Y5M, Co A, 1st Bn, 87th Inf Div (MECH) Ft. Drum, NY 31846 First Sergeant						DATE 5 May 07	
b. NAME OF SENIOR RATER (Last, First, Middle Initial) Larson, Kevin P.				SSN 991-33-0642		SIGNATURE KEVIN P. LARSON	
RANK, FMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CPT, 12B, Co A, 1st Bn, 87th Inf Div (MECH) Ft. Drum, NY 31846 Company Commander						DATE 5 May 07	
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IV are correct. I have seen the report completed through Part V, except Parts II(d) and II(e). I am aware of the appeals process of AR 623-205.				SIGNATURE JANICE L. PETERS		DATE 5 May 07	
d. NAME OF REVIEWER (Last, First, Middle Initial) Wagner, Kenneth R.				SSN 933-60-2101		SIGNATURE KENNETH R. WAGNER	
RANK, FMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT LTC, QM, 1st Bn, 87th Inf Div (MECH) Ft. Drum, NY 31846						DATE 5 May 07	
e. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)							
<b>PART III - DUTY DESCRIPTION (Rater)</b>							
a. PRINCIPAL DUTY TITLE Supply Sergeant				b. DUTY MOSC 92Y20			
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars) o Displays competency in MOS.  o Seeks ways to improve <u>always</u> .							
d. AREAS OF SPECIAL EMPHASIS o Senior Rater does not meet minimum qualification.							
e. APPOINTED DUTIES Platoon Sergeant							
f. COUNSELING DATES				INITIAL 060510	LATER 061106	LATER 060801	LATER 070107
<b>PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)</b>							
a. ARMY VALUES. Check either "YES" or "NO". Comments are mandatory for "No" entries; optional for "Yes" entries.						YES	NO
<b>V A L U E S</b>	1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.					X	
	2. DUTY: Fulfills their obligations.					X	
	3. RESPECT/EO/EEC: Treats people as they should be treated.					X	
	4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.						X
	5. HONOR: Lives up to all the Army values.					X	
	6. INTEGRITY: Does what is right - legally and morally.					X	
	7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).					X	
Bullet comments							

DA FORM 2166-8, OCT 2001

## NCO COUNSELING CHECKLIST/RECORD

For use of this form, see AR 623-205; the proponent agency is ODCSPER

NAME OF RATED NCO	RANK	DUTY POSITION	UNIT
Peters, Teresa L.	SGT	Supply SGT	Co A, 1/87th Inf Div

**PURPOSE:** The primary purpose of counseling is to improve performance and to professionally develop the rated NCO. The best counseling is always looking forward. It does not dwell on the past and on what was done, rather on the future and what can be done better. Counseling at the end of the rating period is too late since there is no time to improve before evaluation.

### **RULES:**

1. Face-to-face performance counseling is mandatory for all Noncommissioned Officers.
2. This form is for use along with a working copy of the NCO-ER for conducting NCO performance counseling and recording counseling content and dates. Its use is mandatory for counseling all NCOs, CPL through CSM.
3. Active Component: Initial counseling must be conducted within the first 30 days of each rating period, and at least quarterly thereafter. Reserve Components (ARNG, USAR): Counseling must be conducted at least semiannually. There is no mandatory counseling at the end of the rating period.

### CHECKLIST - FIRST COUNSELING SESSION AT THE BEGINNING OF THE RATING PERIOD

#### **PREPARATION**

1. Schedule counseling session, notify rated NCO.
2. Get copy of last duty description used for rated NCO's duty position, a blank copy of the NCO-ER, and the names of the new rating chain.
3. Update duty description (see page 2).
4. Fill out rating chain and duty description on working copy of NCO-ER, Parts II and III.
5. Read each of the values/responsibilities in Part IV of NCO-ER and the expanded definitions and examples on pages 3 and 4 of this form.
6. Think how each value and responsibility in Part IV of NCO-ER applies to the rated NCO and his/her duty position.  
Note: Leadership and training may be more difficult to apply than the other values/responsibilities when the rated NCO has no subordinates. Leadership is simply influencing others in the accomplishment of the mission and that can include peers and superiors. It also can be applied directly to additional duties and other areas of Army community life. Individual training is the responsibility of all NCOs whether or not there are subordinates. Every NCO knows something that can be taught to others and should be involved in some way in a training program.
7. Decide what you consider necessary for success (a meets standards rating) for each value/responsibility. Use the examples listed on pages 3 and 4 of this form as a guide in developing your own standards for success. Some may apply exactly, but you may have to change them or develop new ones that apply to your situation. Be specific so the rated NCO will know what is expected.
8. Make notes in blank spaces in Part IV of NCO-ER to help when counseling.
9. Record rated NCO's name, rank, duty position, and unit date on

#### **COUNSELING**

1. Make sure rated NCO knows rating chain.
2. Show rated NCO the draft duty description on your working copy of the NCO-ER. Explain all parts. If rated NCO performed in position before, ask for any ideas to make duty description better.
3. Discuss the meaning of each value/responsibility in Part IV of NCO-ER. Use the trigger words on the NCO-ER, and the expanded definitions on pages 3 and 4 of this form to help.
4. Explain how each value/responsibility applies to the specific duty position by showing or telling your standards for success (a meets standards rating). Use examples on pages 3 and 4 of this form as a start point. Be specific so the rated NCO really knows what's expected.
5. When possible, give specific examples of excellence that could apply. This gives the rated NCO something special to strive for. Remember that only a few achieve real excellence and that real excellence always includes specific results and often includes accomplishments of subordinates.
6. Give rated NCO opportunity to ask questions and make suggestions.

#### **BEFORE THE NCO DEPARTS THE COUNSELING SESSION**

1. Record counseling date on this form.
2. Write any additional key points that came up during the counseling session on this form.
3. Show key points to rated NCO and get his/her initials.
4. Save NCO-ER with this checklist for next counseling session.

### CHECKLIST - LATER COUNSELING SESSIONS DURING THE RATING PERIOD

#### **PREPARATION**

1. Schedule counseling session, notify rated NCO, and tell him/her to come prepared to discuss what has been accomplished in each value/responsibility area.
2. Look at working copy of NCO-ER you used during last counseling session.
3. Read and update duty description. Especially note the area of special emphasis; the priorities may have changed.
4. Read again, each of the values/responsibilities in Part IV of NCO-ER and the expanded definitions and examples on pages 3 and 4 of this form; then think again, about your standards for success.
5. Look over the notes you wrote down on page 2 of this form about the last counseling session.

6. Think about what the rated NCO has done so far during this rating period (specifically, observed action, demonstrated behavior, and results).
7. For each value/responsibility area, answer three questions: First, what has happened in response to any discussion you had during the last counseling session? Second, what has been done well?; and Third, what could be done better?
8. Makes notes in blank spaces in Part IV of NCO-ER to help focus when counseling. (Use new NCO-ER if old one is full from last counseling session.)
9. Write key points to be made during the counseling session on this form.
10. Review Developmental Counseling in FM 22-100, appendix

1. Go over each part of the duty description with rated NCO. Discuss any changes, especially to the area of special emphasis.

2. Tell rater NCO how he / she is doing. Use your success standards as a guide for the discussion (the examples on pages 3 and 4 may help). First, for each value/responsibility, talk about what has happened in response to any discussion you had during the last counseling session (remember, observed action, demonstrated behavior and results). Second, talk about what was done well. Third, talk about how to do better. The goal is to get all NCOs to be successful and meet standards.

3. When possible, give examples of excellence that could apply. This gives the rated NCO something to strive for, REMEMBER, EXCELLENCE IS SPECIAL, ONLY A FEW ACHIEVE IT! Excellence includes results and often involves subordinates.

4. Ask rated NCO for ideas, examples and opinions on what has been done so far and what can be done better. (This step can be done first or last).

### BEFORE THE NCO DEPARTS THE COUNSELING SESSION

1. Record counseling date on this form.
2. Write any additional key points that came up during the counseling session on this form. .
3. Show key points to rated NCO and get his/her initials.
4. Save NCO-ER with this checklist for next counseling session. (Notes should make record NCO-ER preparation easy at the end of the rating period.

## COUNSELING RECORD/KEY POINTS MADE

INITIAL Comment.

DATE 060510 RATED NCO'S INITIALS *TIP*

LATER Comment.

DATE 060801      RATED NCO'S INITIALS *TP*

LATER Comment.

DATE 061106 RATED NCO'S INITIALS *TIP*

LATER Comment.

DATE 070107 RATED NCO'S INITIALS *TIP*

## DUTY DESCRIPTION (PART III of NCO-ER)

The duty description is essential to performance counseling and evaluation. It is used during the first counseling session to tell rated NCO what the duties are and what needs to be emphasized. It may change somewhat during the rating period. It is used at the end of the rating period to record what was important about the duties.

**The five elements of the duty description:**

**1 & 2. Principal Duty Title and Duty MOS Code.** Enter principal duty title and DMOS that most accurately reflects actual duties performed.

**3. Daily Duties and Scope.** This portion should address the most important routine duties and responsibilities. Ideally, this should include number of people supervised, equipment, facilities, and dollars involved and any other routine duties and responsibilities critical to mission accomplishment.

**4. Area of Special Emphasis.** This portion is most likely to change somewhat during the rating period. For the first counseling session, it includes those items that require top priority effort at least for the first part of the upcoming rating period. At the end of the rating period, it should include the most important items that applied at any time during the rating period (examples are preparation for deployment, combined arms drills training for FTX, preparation for NTC rotation, revision of battalion maintenance SOP, training for tank table qualification, ITEP and company AMTP readiness, related tasks cross-training, reserve components annual training support (AT) and SIDPERS acceptance rate).

**5. Appointed Duties.** This portion should include those duties that are appointed and are not normally associated with the duty description.

VALUES/NCO RESPONSIBILITIES (PART IV of NCO-ER)	
<p><b>VALUES:</b> Values tell us what we need to be, every day, in every action we take. Army values form the identity of America's Army, the solid rock upon which everything else stands. They are the glue that binds us together as members of a noble profession. They make the whole much greater than the sum of the parts. They are nonnegotiable: they apply to everyone all the time and in every situation. Part IVa of the NCO-ER includes these values. They are: Loyalty - Bears true faith and allegiance to the U.S. Constitution, the</p> <p>Duty - Fulfills their obligations. Respect - Treats people as they should be treated. Selfless-Service - Puts the welfare of the nation, the Army, and subordinates before their own. Honor - Lives up to all the Army values. Integrity - Does what's right - legally and morally. Personal Courage - Faces fear, danger, or adversity (physical and moral).</p>	
<p><b>Examples of standards for "YES" ratings:</b></p> <ul style="list-style-type: none"> <li>• Put the Army, the mission and subordinates first before own personal interest.</li> <li>• Meet challenges without compromising integrity.</li> <li>• Personal conduct, both on and off duty, reflects favorably on NCO corps.</li> <li>• Obey lawful orders and do what is right without orders.</li> <li>• Choose the hard right over the easy wrong.</li> <li>• Exhibit pride in unit, be a team player.</li> <li>• Demonstrate respect for all soldiers regardless of race, creed, color, sex, or national origin.</li> </ul>	
<p><b>COMPETENCE:</b> The knowledge, skills and abilities necessary to be expert in the current duty assignment and to perform adequately in other assignments within the MOS when required. Competence is both technical and tactical and includes reading, writing, speaking and basic mathematics. It also includes sound judgment, ability to weigh alternatives, form objective opinions and make good judgments.</p> <p>Closely allied with competence is the constant desire to be better, to listen and learn more and do each task completely to the best of one's ability. Learn, grow, set standards, and achieve them, create and innovate, take prudent risks, never settle for less than best. Committed to excellence.</p>	
<p><b>Examples of standards for "Success/Meets Standards" rating:</b></p> <ul style="list-style-type: none"> <li>• Master the knowledge, skills and abilities required for performance in your duty position.</li> <li>• Accomplish completely and promptly those tasks assigned or required by duty position.</li> <li>• Constantly seek ways to learn, grow and improve.</li> <li>• Formulate and develop new ideas.</li> </ul>	<p><b>Examples of "Excellence":</b></p> <ul style="list-style-type: none"> <li>• Picked as SSG to be a platoon sergeant over twelve other SSGs.</li> <li>• Maintained SIDPERS rating of 98% for six months.</li> <li>• Selected best truck master in annual battalion competition.</li> <li>• Designated Installation Drill Sergeant of Quarter.</li> <li>• Exceeded recruiting objectives two consecutive quarters.</li> <li>• Awarded Expert Infantryman Badge (EIB).</li> </ul>
<p><b>PHYSICAL FITNESS AND MILITARY BEARING:</b> Physical fitness is the physical and mental ability to accomplish the mission - combat readiness. Total fitness includes weight control, diet and nutrition, smoking cessation, control of substance abuse, stress management, and physical training. It covers strength, endurance, stamina, flexibility, speed, agility, coordination and balance. NCOs are responsible for their own physical fitness and that of their</p> <p>subordinates. Military Bearing consists of posture, dress, overall appearance, and manner of physical movement. Bearing also includes an outward display of inner-feelings, fears, and overall confidence and enthusiasm. An inherent NCO responsibility is concern with the military bearing of the individual soldier, to include on-the-spot corrections.</p>	
<p><b>Examples of standards for "Success/Meets Standards" rating:</b></p> <ul style="list-style-type: none"> <li>• Maintain weight within Army limits for age and sex.</li> <li>• Obtain passing score in APFT and participate in a regular exercise program.</li> <li>• Maintain personal appearance and exhibit enthusiasm to the point of setting an example for junior enlisted soldiers.</li> <li>• Monitor and encourage improvement in the physical and military bearing of subordinates.</li> </ul>	<p><b>Examples of "Excellence":</b></p> <ul style="list-style-type: none"> <li>• Received Physical Fitness Badge for 292 score on APFT.</li> <li>• Selected soldier of the month/quarter/year.</li> <li>• Three of the last four soldiers of the month were from his/her platoon.</li> <li>• As Master Fitness Trainer, established battalion physical fitness program.</li> <li>• His entire squad was commended for scoring above 270 on APFT.</li> </ul>

<p><b>LEADERSHIP:</b> Influencing others to accomplish the mission. It consists of applying leadership attributes (Beliefs, Values, Ethics, Character, Knowledge, and Skills). It includes setting tough, but achievable standards and demanding that they be met; Caring deeply and sincerely for subordinates and their families and welcoming the opportunity to serve them; Conducting counseling;</p>	
<p><b>Examples of standards for "Success/Meets Standards" rating:</b></p> <ul style="list-style-type: none"> <li>• Motivate subordinates to perform to the best of their ability as individuals and together as a disciplined cohesive team to accomplish the mission.</li> <li>• Demonstrate that you care deeply and sincerely for soldiers and welcome the opportunity to serve them.</li> <li>• Instill the spirit to achieve and win; Inspire and develop excellence through counseling.</li> <li>• Set the example: BE, KNOW, DO.</li> </ul>	<p>Setting the example by word and act/deed; Can be summarized by BE (Committed to the professional Army ethic and professional traits); KNOW (The factors of leadership, yourself, human nature, your job, and your unit); DO (Provide direction, implement, and motivate). Instill the spirit to achieve and win: Inspire and develop excellence. A soldier cared for today, leads tomorrow.</p> <p><b>Examples of "Excellence":</b></p> <ul style="list-style-type: none"> <li>• Motivated entire squad to qualify expert with assigned weapon.</li> <li>• Won last three platoon squad inspections.</li> <li>• Selected for membership in Sergeant Morales Club.</li> <li>• Inspired mechanics to maintain operational readiness rating of 95% for two consecutive quarters.</li> <li>• Led his squad through map orienteering course to win the battalion competition.</li> <li>• Counseled two marginal soldiers ultimately selected for</li> </ul>
<p><b>TRAINING:</b> Preparing individuals, units and combined arms teams for duty performance; The teaching of skills and knowledge. NCOs contribute to team training, are often responsible for unit training (Squads, Crews, Sections), but individual training is the most important, exclusive responsibility of the NCO Corps. Quality training bonds units; Leads directly to good discipline; Concentrates on wartime missions; Is tough and demanding</p>	
<p><b>Examples of standards for "Success/Meets Standards" rating:</b></p> <ul style="list-style-type: none"> <li>• Make sure soldiers:- <ul style="list-style-type: none"> <li>a. Can do identified common tasks.</li> <li>b. Are prepared for Commander's Evaluation.</li> <li>c. Develop and practice skills for duty position.</li> <li>d. Train as a squad/crew/section.</li> </ul> </li> <li>• Identify and recommend subordinates for professional development courses.</li> <li>• Participate in unit training program.</li> <li>• Share knowledge and experience with subordinates.</li> </ul>	<p><b>Examples of "Excellence":</b></p> <ul style="list-style-type: none"> <li>• Taught five common tasks resulting in 100% GO on Annual CTT for all soldiers in directorate.</li> <li>• Trained best howitzer section of the year in battalion.</li> <li>• Coached subordinates to win consecutive soldier of month competitions.</li> <li>• Established company Expert Field Medical Badge program resulting in 85% of all eligible soldiers receiving EFMB.</li> <li>• Distinguished 1 tank and qualified 3 tanks in platoon on first run of tank table VIII.</li> <li>• Trained platoon to fire honor battery during annual service practice.</li> </ul>
<p><b>RESPONSIBILITY AND ACCOUNTABILITY:</b> The proper care, maintenance, use, handling, and conservation of personnel, equipment, supplies, property, and funds. Maintenance of weapons, vehicles, equipment, conservation of supplies, and funds is a special NCO responsibility because of its links to the success of all missions, especially those on the battlefield. It includes inspecting soldier's equipment often, using manual or checklist; holding soldiers responsible for repairs and losses; learning how to use and maintain all the equipment soldiers use; being among the first to operate new equipment; keeping up-to-date component lists; setting aside time for inventories; and</p>	
<p><b>Examples of standards for "Success/Meets Standards" rating:</b></p> <ul style="list-style-type: none"> <li>• Make sure your weapons, equipment, and vehicles are serviceable, maintained and ready for accomplishing the mission.</li> <li>• Stop waste of supplies and limited funds.</li> <li>• Be aware of those things that impact on soldier readiness e.g., family affairs, CTT, POR, special duty, medical conditions, etc.</li> <li>• Be responsible for your actions and those of your subordinates.</li> </ul>	<p><b>Examples of "Excellence":</b></p> <ul style="list-style-type: none"> <li>• His/her emphasis on safety resulted in four tractor trailer drivers logging 10,000 miles accident free.</li> <li>• Received commendation from CG for organizing post special olympics program.</li> <li>• Won the installation award for Quarters of the Month.</li> <li>• His/her constant instruction on maintenance resulted in six of eight mechanics earning master mechanic badges.</li> <li>• Commended for no Bradley's on deadline report for six months.</li> <li>• His/her learn and grow climate resulted in best platoon ARTEP results in the battalion.</li> </ul>